



**COMMANDING GENERAL
1ST MARINE AIRCRAFT WING**

Travel Program Standards

1 August 2011



As members of the 1st Marine Aircraft Wing, we will understand and comply with all appropriate guidance and regulations on official travel. 1st MAW personnel will ensure that all travel related actions reflect good stewardship to the American taxpayer, demonstrate due diligence in planning and execution, and support mission accomplishment. These precepts, clarified below, are the foundation of the 1st MAW policy regarding travel. This is a leadership issue of prime importance.

Use of the Defense Travel System (DTS) and Travel Card are mandated by the Department of Defense. In an effort to streamline procedures and maximize efficiencies of operations, DTS regulations and procedures are published and available in the 1st MAW portal and from the DTS Program Administrator. DTS simplifies travel planning, coordination and fund management. All 1st MAW personnel shall be conversant with and follow the travel regulations and DTS user procedures. Travelers and Approving Officials are directly responsible to ensure that proposed travel is in the best interests of the 1st MAW, III MEF, and the U.S. Government. I fully expect that our travel oversight officials will report any irregularity. Our actions must reflect conscientious stewardship of allocated funds. The mere perception of imprudent travel arrangements is unacceptable. I expect that those who review our travel program and expenses will admire the way we spend every penny.

Official travel conducted by 1st MAW personnel must support wing goals, objectives, and overall mission accomplishment. 1st MAW travelers and travel approving personnel must ensure the travel is necessary and that the objective to be accomplished cannot be completed using other acceptable means of communications such as Video Teleconferencing (VTC) or Defense Connect Online (DCO) system. They must ensure that overall costs are minimized and the travel reflects an efficient and effective use of Marine Corps resources. Use of government quarters and transportation should be the norm.

I expect every member of 1st MAW to know and comply with the guidance in this policy statement and the procedures in the Department of Defense Financial Management Regulations. Questions regarding travel guidance, regulations, procedures, and other travel issues can be addressed to your respective Group and Squadron Agency Program Coordinators (APCs), as well as the 1st MAW Organization Defense Travel Administrator (ODTA), GySgt McRae, at 645-2781.

Semper Fidelis,

W. D. BEYDLER

**Major General, U. S. Marine Corps
Commanding General
1st Marine Aircraft Wing**